



**International Trade Administration (ITA)**  
**Office of Human Resources Management (OHRM)**  
**Employee and Labor Relations Group, (ELRG)** as of June 1, 2006



Employee and Labor Relations Group  
Herbert C. Hoover Building, Room 7060 (202) 482-3505, Fax: (202) 482-6159 Hours of operation: 8:30 a.m. - 5:00 p.m. (EST)

<p style="text-align: center;">(Vacant) Lead HR Specialist</p>	<p style="text-align: center;">Maxine Woodland HR Specialist (202) 482-2762 <a href="mailto:Maxine.Woodland@ita.doc.gov">Maxine.Woodland@ita.doc.gov</a></p>	<p style="text-align: center;">Roberto Lopez HR Specialist (202) 482-8086 <a href="mailto:Roberto.Lopez@mail.doc.gov">Roberto.Lopez@mail.doc.gov</a></p>	<p><b><u>Other Functional Operations within ELRG</u></b> Employee and Labor Relations Services Group.</p>
<p><b><u>FCS</u></b></p> <p><b><u>MAS</u></b></p> <p><b><u>IA</u></b></p> <p><b><u>Lead Labor Relations Services</u></b></p> <p><b><u>Negotiations Labor Litigation</u></b></p> <p><b><u>Contract Administration</u></b></p> <p>Employee and Labor Relations Group listing is for general category coverage.</p> <p><b><u>Note: Coverage is handled by all Specialists on an as needed basis.</u></b></p>	<p><b><u>BEA</u></b></p> <p><b><u>CFO ADMIN</u></b></p> <p><b><u>MAC</u></b></p> <p><b><u>MBDA</u></b></p> <p><b><u>Conflict Resolution Program Available to All ITA/OHRM Customers.</u></b> <b><u>(202) 482-2762</u></b></p>	<p><b><u>BIS</u></b></p> <p><b><u>NTIA</u></b></p> <p><b><u>OUS</u></b></p> <p><b><u>OCIO</u></b></p> <p><b><u>Workplace Violence Prevention</u></b> <b><u>Available to All ITA/OHRM Customers. (202) 482-8086</u></b></p>	<p>List is not all inclusive</p> <p><b><u>Advisory Services</u></b></p> <ul style="list-style-type: none"> <li>- Rights and Responsibilities</li> </ul> <p><b><u>Technical Advice</u></b></p> <ul style="list-style-type: none"> <li>- Accommodation Issues</li> <li>- Adverse Actions</li> <li>- Counseling Sessions</li> <li>- Disciplinary Actions</li> <li>- Misconduct</li> <li>- Performance / Issues</li> <li>- Suitability</li> </ul> <p><b><u>Training Resources</u></b></p> <ul style="list-style-type: none"> <li>- Technical Advice</li> <li>- Conflict Resolution Training</li> </ul> <p><b><u>Grievance Process</u></b></p> <ul style="list-style-type: none"> <li>- Informal Grievance</li> <li>- Formal Grievance</li> <li>- Appeal Rights</li> </ul>